

Domain	ROAD CONSTRUCTION AND MAINTENANCE - SME CONTRACTOR	Unit ID: 725
Unit Title:	Use business financial documents as a SME contractor	
Level: 3		Credits: 10

Purpose

This unit standard is intended for those who work as a Small Medium Enterprises (SME) contractor in road construction and maintenance. People holding credit for this unit standard are able to: Identify financial documents, use business financial documents, determine cash-flow from financial documents and determine the organisation's financial status from the various financial books.

Special Notes

1. Entry information:
 - Prerequisite
 - None.
2. Assessment evidence may be collected from a real workplace or a simulated real workplace in which SME road construction and maintenance operations are carried out.
3. Financial documents include but are not limited to receipts, bank statements, cheques and cheque counterfoil, and invoices. Financial books include but are not limited to cash books and ledgers and may be in electronic or manual form.
4. Safe working practices are to include day to day observation of safety policies and procedures and compliance with emergency procedures.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements, contractual agreement and/or manufacturers' specifications.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11 of 2007
 - Companies Act 61 of 1973
 - Close Corporations Act No. 26 of 1988
 - VAT Act 2000, Act No. 10 of 2000
 - Income Tax Act No. 24 of 1981

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Identify financial documents.

Performance Criteria

- 1.1 Different financial documents and books are identified in terms of their business use.
- 1.2 The relationship between documents is described in terms of records of money inflows and outflows in a business.
- 1.3 The ways and importance of securing financial documents are described.
- 1.4 The components of a budget for a business and/or project are described.

Element 2: Use business financial documents.

Performance Criteria

- 2.1 All documents related to the payment of goods and services provided by another party are interpreted and completed correctly and the details recorded in the appropriate books.
- 2.2 All documents related to the payment of goods and services provided to another party are interpreted and completed correctly and the details recorded in the appropriate books.
- 2.3 Reconciliation of documents and book entries is carried out regularly and variances and/or discrepancies are acted on in accordance with business rules.

Element 3: Determine cash-flow from financial documents.

Performance Criteria

- 3.1 A cash-flow forecast is derived from the relevant budget.
- 3.2 The actual cash-flow is determined from the financial books.
- 3.2 The implications of any variance between cash-flow forecast and actual cash-flow are interpreted in terms of implications on business operations.

Element 4: Determine the organisation's financial status from the various financial books.

Performance Criteria

- 4.1 The financial status of the organisation is determined with the assistance of an accountant.
- 4.2 The financial status of the organisation is interpreted in terms of implications for business operations.

Registration Data

Subfield:	Road Construction and Maintenance
Date first registered:	12 November 2009
Date this version registered:	12 November 2009
Anticipated review:	2013
Body responsible for review:	Namibia Training Authority